Process Description

Prepared by: DCS Office of Information Systems



Child Placement Process Description Document

Prepared by:

Department of Children's Services Office of Information Systems

Process Description

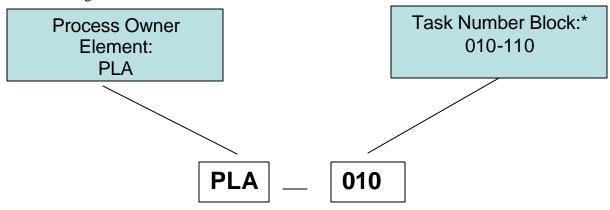
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Process Element Definitions

Task: A unit of work to be completed that is part of the overall process.

Task naming convention:



Task Owner: Indicates the person/group that is responsible for performing the task.

Participants: Individuals and organizations that are actively involved in the process/task, or whose interests may be positively or negatively affected as a result of process execution or process completion.

Inputs: Entry information used specifically to assist in accomplishing the task for which it is aligned. The same input might be applied to multiple tasks.

Performance Metric: A quantitative measurement to assess the task's success.

Performance Steps: The series of steps necessary to accomplish the given task in such manner that it meets the performance metric provided.

Outputs/Deliverables: The deliverables produced from performing the given task using the input information, standard and performance steps to accomplish the outcome. An output might feed several inputs.

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Process Description

Process Name: Child Placement

Process Manager: Elizabeth Black

Executive Director, Office of Child Permanency

Process Description: This process describes the tasks / activities involved when a

child is removed from his parent's home / caretaker's home and arrangements for an out-of-home placement must be

made by DCS.

Interfaces w/ other processes: Child & Family Custody Process

Placement Services Division Process

Expedited Placement Process

Process Participants: Family Services Worker

Placement Services Division Child & Family Team Members

DCS Nurse

TennCare MCC Contractor

Associated Documentation:

CS-0655 Suspension / Expulsion Documentation

CS-0051 Individual Student Cumulative Report Card

CS-0149 Tennessee Department of Children's Services Schools Release Notification

CS-0170 Student Transcript

CS-0192 Invitation to attend the program staffing (form name?)

CS-0193 The Parent Response to Educational Placement

CS-0657 Education Passport

School Enrollment Letter

Individual Education Plan

DCS Education Work Plan

Education Packet

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Supporting Policy:

DCS Policy 16.02

DCS Policy 16.03

DCS Policy 16.04

DCS Policy 16.13

DCS Policy 16.14

DCS Policy 16.45 BA

DCS Policy 16.47 BA

DCS Policy 16.48 BA

DCS Policy 16.49 BA

DCS Policy 31.19

DCS Policy 21.16

DCS Policy 21.5

DCS Policy 21.8-DOE

DCS Policy 21.15

DCS Policy 21.7

DCS Policy 21.11-DOE

DCS Policy 21.12-DOE

DCS Policy 21.13-DOE

DCS Policy 21.14

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Tennessee Public Acts of 1972, Chapter 839, TCA 49-10-102.

TCA 37-5-106: Title II, Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA)

TCA 4-3-2603; 4-3-2606; 49-5-101 through 49-5-109; 37-1-130, 37-1-131; 37-1-140 ACA Standard: 2-6179, 2-6183, 2-7139, 2-9257, 2-9344, 2-9346, 2-9347, 2-9348, 2-9390, 2-9397, 3-JTS-5D-01-2, 3-JTS-5D-03, 3-JTS-5D-05, 3-JTS-5D-06-1, 3-JTS-5D-18-1, 3-JTS-5D-11, 3-JTS-5D-12, 3-JTS-5E-02,

DCS Practice Model Standard – 3-400

DCS Practice Model Standard – 6-400

DCS Practice Model Standard – 6-401

DCS Practice Model Standard – 6-402

DCS Practice Model Standard – 6-403

DCS Practice Model Standard – 6-404

DCS Practice Model Standard – 6-405

DCS Practice Model Standard – 6-406

DCS Practice Model Standard – 6-407

DCS Practice Model Standard – 6-408

DCS Practice Model Standard – 6-409

DCS Practice Model Standard – 6-410

Tennessee Board of Education Rules, Regulations and Minimum Standards for the Governance of Tennessee Schools

Section 118, American Vocational Association Guide to the Perkins

State Department of Education's Correlations of Course Codes and Endorsement Codes

Tennessee Department of Education Youth Evaluation Manual

The Education of the Handicapped Act 20 V.S.C. 1401 et. seq., as amended by Public Acts 94-142 and 93-112.

McKinney-Vento Homeless Education Act of 2001

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Task (CP-010): Out of Home Services

Task Owner: Family Services Worker

Participants: Family Services Worker, Family Services Coordinator / Team Lead

Inputs: An emergency / non-emergency removal or court ruling of custody has occurred placing child in DCS Custody.

Performance Steps:

1. Refer to the Out of Home Services Business Process Map and Process Description document for details regarding the tasks / activities involved in the custody process.

Outputs/Deliverables:

Child in DCS Custody

Task (CP-020): CPS Worker/Family Services Worker assessment of placement needs

Task Owner: CPS Worker / Family Services Worker

Participants: CPS Worker/Family Services Worker, Child's Parent, Child (If over age 16)

Inputs: An emergency / non-emergency removal, or court ruling of custody has occurred placing child in DCS Custody; need for out of home placement has been identified.

DCS Policy 16.46 BA

Performance Steps:

- 1. If immediate placement is needed and there is no time for CFTM prior to removal and out of home placement:
 - a. If possible, the worker will try to identify an appropriate relative or kin resource the child can be placed to ensure safety and well-being until the Child and Family Team can assess for placement needs and a CFTM can be convened.
 - b. If no relative or kin placement can be identified immediately, worker will contact the Placement Services Division to identify an appropriate placement resource for the child.
- 2. Whether the placement is emergency or non-emergency in nature, the following should be considered when identifying the resource in order to minimize trauma for the child and to work towards achieving 'first placement, best placement' goal:

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- a. Place child as close to home / community as possible if child / family / community safety will not be compromised.
- b. If siblings are involved, then siblings should be placed together unless child safety is compromised.
- c. Child must be placed in least-restrictive, most home-like setting possible unless child's immediate health needs require otherwise.
- 3. Worker begins / continues gathering information for assessment.
- 4. The FSW completes the Child and Adolescent Needs and Strengths (CANS) assessment, to support the identification a child's placement / level of care needs. (Note: The CANS assessment may be conducted / updated at pre-defined intervals throughout the child's placement episode to measure progress or lack of progress and to also support performance based contracting.)
- 5. Children shall not be placed in detention facilities beyond 30 days.
 - a. At the 20th day that a child is placed in detention a "SWAT Team" meeting must be held (in the context of a CFTM). The PSD will coordinate these meetings and will include Central Office staff. At this "SWAT Team" meeting, a plan is developed to expedite the child's movement from the detention facility to an appropriate placement.

Outputs/Deliverables:

- Placement needs assessed.
- Documentation of diligent search efforts for relative / kin.

Task (CP-030): Placement Services Division Process

Task Owner: Family Services Worker

Participants: Family Services Worker, Placement Services Division

Inputs: An emergency /non-emergency removal, or court ruling of custody has occurred placing child in DCS Custody; need for out of home placement has been identified.

Performance Steps:

- 1. Family Service Worker contacts Placement Services Division regarding placement need for the child.
- 2. Family Service Worker notifies Placement Services Division of child health concerns.
- 3. Family Service Worker submits / provides information about child / family to Placement Services Division to use to match child with most appropriate placement options.
- 4. Refer to Placement Services Division Process for steps involved in identifying placement options for child.

Outputs/Deliverables:

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Referral for Placement.

Task (CP-040): CFTM / Case Planning / On-Going Assessment

Task Owner: Family Services Worker

Participants: Family Services Worker, CFTM Facilitator, Placement Services Division, CFT

Members

Inputs: Family Service Worker has assessed child placement needs, searched for kinship resources, and has notified Placement Services Division of placement needs

Performance Steps:

- 1. Family Service Worker (and CFTM Facilitator) prepare for meeting.
- 2. Family Service Worker notified family and other participants of meeting.
- 3. Family Service Worker provides assessment information and placement options to CFTM participants.
- 4. Refer to the process map and document for On-going Assessment / Case Planning for details regarding the tasks / activity involved in the On-going Assessment and Case Planning Process.

Outputs/Deliverables:

- Permanency Plan
- Visitation Agreement
- Updated comprehensive Assessment
- Resource placement options

Task (CP-050): Family Services Worker/CFT members review placement options and continue diligent search efforts to locate relative resource alternatives

Task Owner: Family Services Worker

Participants: Family Services Worker, CFT Facilitator, CFT Members

Inputs: Appropriate placement options have been identified for the child.

Performance Steps:

1. Placement Services Division provides placement options to FSW and CFT members. (output of PSD Process)

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2. FSW / CFT members review placement options to determine most appropriate placement for child.

Outputs/Deliverables:

- Resource placement options
- Diligent search documentation

Task (CP-060): Accept Option?

Task Owner: CFT

Participants: Family Services Worker, CFT Members

Inputs: Identified placement options presented to CFT.

Performance Steps:

- 1. After reviewing placement options provided by PSD, FSW and CFT members decide which, if any, of the options are most appropriate for the child.
- 2. If CFT members decide kinship resource is appropriate, Family Services Worker contacts Placement Services Division to begin the resource approval process. CFT may determine that the resource should undergo expedited approval, which shortens the approval process to 120 days and must be approved by Regional Administrator before the child can be placed there.
- 3. If the CFT determines that the most appropriate option for the child is to place the child with a non-relative resource, Placement Services Division is responsible for contacting the resource to confirm the placement for the child.
- 4. As long as child is not placed in a relative / kinship placement while in DCS custody, and assessment of child's needs do not indicate that higher level of service / treatment is needed, the search for kinship placement resource will continue until an appropriate resource is found or until permanency is achieved for the child and child leaves custody.

Outputs/Deliverables:

- Placement identified
- Documentation of diligent search efforts.

Task (CP-070): FSW documents justification for rejecting options

Task Owner: Family Services Worker

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Participants: Family Services Worker, CFT Members, Placement Services Division

Inputs: FSW & CFT Members have reviewed placement options and have decided that none of the presented options are appropriate.

Performance Steps:

- 1. Family Service Worker must document justification for not accepting any of the options presented by Placement Services Division.
- 2. Request is made to PSD to identify other options.

Outputs/Deliverables:

- Resource placement rejection documented
- Documentation of diligent search efforts for relative / kin
- Placement request for other options

Task (CP-080): Placement Services Division searches for other options / FSW continues search for relative placement options.

Task Owner: Placement Services Division

Participants: Placement Services Division

Inputs: FSW & CFT Members have reviewed placement options and have decided that none of the presented options are appropriate; request for PSD to search for other options.

Performance Steps:

- 1. Placement Services Division searches for other options.
- 2. Placement Services Division provides other options to FSW to review. (Could happen within the context of CFTM or outside CFTM.)
- 3. FSW continues to search for relative placement options.

Outputs/Deliverables:

- List of other placement options
- Documentation of diligent search efforts

Task (CP-090): Child Placed

Task Owner: Family Services Worker

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Participants: Family Services Worker, Placement Resource

Inputs: Placement has been identified for child

Performance Steps:

- 1. Family Service Worker may facilitate a pre-placement visit between the child and prospective foster family (per DCS Policy) prior to making a final placement.
- 2. Family Service Worker ensures child has clothes, meds, and other necessities to enable adjustment into placement.
- 3. Family Service Worker assures that the Consent for Psychotropic Medication (if appropriate), Initial Health Questionnaire and Medication (if appropriate) goes with child to placement.
- 4. If placement is with a DCS Foster/Adoptive parent, Family Service Worker obtains placement contracts from Placement Services Division. Family Services Worker gets foster parent to sign contracts, then returns signed contracts to Placement Services Division.

Outputs/Deliverables:

- Child Placed
- Signed contracts

Task (CP-100): CFTM /Case Planning / On-going Assessment

Task Owner: Family Services Worker

Participants: Family Services Worker, CFT members, Placement Provider, Placement Service

Division

Inputs: Child disrupts placement or need for change in placement identified

Performance Steps:

- 1. If child has disrupted placement, Family Services Worker ensures immediate placement needs are met.
- 2. Family Service Worker convenes a Placement Change CFTM.
- 3. Placement Services Division provides placement options.
- 4. CFT Members make decision on most appropriate placement
- 5. Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks / activities involved in the On-going Assessment and Case Planning Process.

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Outputs/Deliverables:

- Update comprehensive Assessment.
- Updates to Permanency Plan
- Updates to visitation schedule.
- Placement options

Task (CP-110): Out of Home Services

Task Owner: Family Services Worker

Participants: Family Services Worker, Placement Resource

Inputs: Custodial child placed

Performance Steps:

- 1. As long as the child remains in the custody of DCS, the Family Service Worker, CFT and providers will continue to assess the child's placement needs to determine most appropriate placement setting, even if that setting is the child's own home.
- 2. This process terminates once the child leaves custody.
- 3. Refer to the Out of Home Services Business Process Map and Process Description Document for details regarding the tasks / activities involved in the custody process.

Outputs/Deliverables:

• Provision of Out of Home Services

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Stakeholder Sign-Offs

Viola Miller, Commissioner, Department of Children's Services Project Sponsor	Date
Elizabeth Black, Executive Director, Office of Child Permanency Project Sponsor	Date
Michael Bowie, Executive Director, Office of Information Systems	Date